

## SUBCHAPTER 4. CONTINUING EDUCATION REQUIREMENTS

Definitions to be added to Subchapter 1:

“Board Website” means information posted at <http://www.nj.gov/lsrpboard/>

“Conference” means a large gathering of individuals or members of one or several organizations for discussing matters of common interest.

“Convention” means a meeting or formal assembly, as of representative or delegates, for discussion of and action on particular matters of common concern.

“Course Provider” means an individual or organization that offers classes, conferences, conventions, workshops or webinars.

“Seminar” means a formal presentation by one or more experts in which the attendees are encouraged to discuss the subject matter.

“Webinar” means a workshop or lecture delivered over the Internet. Webinars may be a one-way Webcast, or there may be interaction between the audience and presenters.

“Workshop” means a training class or seminar in which the participants work individually and/or in groups to solve actual work related tasks to gain hands-on experience.

### 7:26I -4.1 Purpose

- This Subchapter contains the continuing education requirements to be met by an LSRP in order to renew a license. It also contains the basic design of the program to approve or offer courses and track fulfillment of continuing education requirements. The duty of the Board to establish these requirements is mandated in SRRA 10C-5 et seq.

### 7:26I-4.2 General Requirements

- During the standard three-year term of a license, each Licensed Site Remediation Professional shall earn a minimum of thirty-six (36) Continuing Education Credits, and shall demonstrate upon renewal of the license that the requirements in this Subchapter have been satisfied.
- It is the responsibility of the LSRP to track fulfillment of the Continuing Education requirements described in this Subchapter.
- Continuing Education Credits can be earned only by attending Board-approved courses, webinars, conferences, workshops, or by completing other Board-approved activities described in this subchapter.
- Board-approved activities may include Course Instruction, Professional Presentation or Scholarly Publication.

- No person may apply Continuing Education Credits earned during one license period toward another license period.
- During the three-year period, the thirty-six (36) Continuing Education Credits shall be allocated as follows:
  - Three (3) credits from Board-approved ethics courses, webinars, conferences or workshops;
  - Ten (10) credits from Board-approved regulatory courses, webinars, conferences or workshops;
  - Fourteen (14) credits from Board-approved technical courses, webinars, conferences, or workshops; and
  - The balance of the thirty-six (36) required credits may be earned by attending any Board-approved course, webinar, conference, workshop, or by other Board approved activity described in this subchapter.
  - No more than 8 CECs may be obtained by attending conferences, conventions, and workshops during a three-year license renewal period.
- A Licensed Site Remediation Professional may not repeat a course, webinar conference or workshop for credit during the same three-year license renewal period.
- A Licensed Site Remediation Professional may request approval retroactively for a course, webinar, conference or workshop taken within one year prior to the date the applicant was found eligible to take the licensing examination. **Note: This provision may no longer be relevant by the time this rule is adopted in 2013.**
- A list of Board approved courses, webinars, conferences and workshops and their corresponding credits will be listed on the Board Website at Courses, webinars, conferences and workshops will be added to the Board Website as they are approved.
- The Board may from time-to-time require all Licensed Site Remediation Professionals to take a specific course, webinar, conference or workshop. The Board will allow such a course, webinar, conference or workshop to be counted toward the requirements established herein.

#### 7:26I-4.3 Request for Board Approval of Courses, Webinars, Conferences and Workshops

**Note: In this Section we use the term Course broadly to include courses, webinars, conferences and workshops. We should state this explicitly, or find a universal term to use in this Section.**

- Either a Course Provider or a Licensed Site Remediation Professional may seek Board approval for a course, webinar, conference or workshop.
- A complete request for approval of a continuing education course, webinar, conference or workshop must include the information listed on the course approval checklist, which is found on the Board Website. It will include, in general, the following information:
  - The date(s), time(s) and location(s) of the course, and the number of hours of Continuing Education Credits requested;
  - A written course outline or syllabus;
  - A written statement describing the course and establishing its relevance to remediation of contaminated sites in New Jersey;
  - The credentials of the instructors;
  - A statement that the sponsoring organization will maintain a record of attendance and will follow the course outline or syllabus;
  - The different credit options (if any) attending Licensed Site Remediation Professionals will have for earning Continuing Education Credits;
  - For all courses, including conference workshops, a statement that the sponsoring organization will, at the completion of the course, conduct, and retain for the Board's inspection for a period of three years, an evaluation of the course and the course instructor(s) using, at a minimum, evaluations prepared confidentially by the course attendees and maintained in such a manner that the identity of each evaluator is not disclosed to the course instructor or provider;
  - For all courses, including conference workshops, a statement that the sponsoring organization will retain attendance records for a period of seven years; and
  - Any other information which the Board requests of the course provider or licensee to demonstrate compliance with the provisions set forth herein.
- If approved, the Board will use its discretion in determining the number of Continuing Education Credits assigned to the course, webinar, conference, workshop, or other activity eligible for Continuing Education Credits.
- It is expected that a Board-approved webinar will include examination questions that must be successfully completed by an LSRP in order to receive CECs for attending the webinar.
- Address these questions: Does course approval expire? Does it need to be renewed? How will updates be made?

7:26I-4.4 Request for Board Approval of Course Instruction, Professional Presentation or Scholarly Publication by a Licensed Site Remediation Professional.

- Upon review and at the discretion of the Board, a Licensed Site Remediation Professional may obtain Continuing Education Credits for preparing for and teaching a Board-approved course. The Board, at its discretion, may also approve Continuing Education Credits for a presentation or a scholarly publication. Documentation related to the course or scholarly publication should be presented no longer than 90 days after the presentation or the date of publication, respectively.
- A complete request by a Licensed Site Remediation Professional to obtain Continuing Education Credits for teaching a Board approved course must include the following information:
  - Name of provider;
  - Outline of subject matter;
  - Number of Continuing Education Credits requested; and
  - Any other information deemed relevant by the Board.
- A complete request by a Licensed Site Remediation Professional to obtain Continuing Education Credits for a presentation must include the following information:
  - A full description of the event, including name of provider, location;
  - A copy of the presentation;
  - The number of Continuing Education Credits requested; and
  - Any other information deemed relevant by the Board.
- A complete request by a Licensed Site Remediation Professional to obtain Continuing Education Credits for a publication must include the following information:
  - A full description of the journal;
  - A copy of the work and date of publication;
  - The number of Continuing Education Credits requested; and
  - Any other information deemed relevant by the Board.
- An application checklist to obtain approval for course instruction, a presentation, or a scholarly publication can be found on the Board Website.
- If a request is approved, the Board will use its discretion in determining the number of Continuing Education Credits assigned to an instruction course, presentation, or scholarly publication.